

**Department of Community Services and Development
Request for Application (RFA)
2002-2003 Mentor Program
02-RFA-06**

QUESTIONS AND ANSWERS

AUDITS

Q1: With only a CPA letter (without an audit), will we be penalized in competing for the RFA funds?

A1: No.

Q2: If the applicant includes a collaborative of several departments that are part of local government, can we submit the County's annual single-wide audit report to meet this requirement?

A2: Yes, the County's annual single-wide audit report is acceptable.

BUDGET

Q3: We have several specially trained facilitators we utilize, some of whom come for training events from other states. Please clarify from the Budget Limitations the meaning of "Travel expenditures should show for In-State travel only".

A3: CSD will reimburse for In-State travel only.

Q4: We don't reimburse mentors for fingerprinting, so we incur no costs. Is this allowable?

A4: Yes, however, your organization must explain in your Budget Narrative the reason for not incurring fingerprinting costs, and the Mentor Program Budget line item 2.5 should also reflect no costs.

Q5: For direct services supplied by subcontractors, is that captured separately under the program costs line items?

A5: Please reference RFA page 15, Mentor Program Budget. If the subcontractor is providing one of the direct services in line items 2.4 through 2.9 put in parenthesis (subcontractor) on the applicable line item, other wise complete line item 2.10.

Q6: It states that administration costs for subcontractors should not exceed 10%. Does this include administrative costs for the Lead Agency?

A6: Yes, the administrative costs for the lead agency is included in the ten percent. The intent of the program is to provide maximum funding to direct services.

Q7: Our agency usually must pay a 10% indirect cost to the University. Do you allow this? If not, how much indirect cost is allowable, and can we get a statement to that effect for the University?

A7: An approved indirect rate cost is allowable, however the indirect cost must not exceed the 10% Administration budget cost, and a copy of the approved indirect cost must be submitted with the budget.

Q8: I'm assuming that the project directors' salary would come under Administrative costs. Is this true?

A8: The decision to allocate the project directors' salary as an administrative or program cost is determined at the local level.

BYLAWS

Q9: Since 1996 our organization has been providing Youth Mentoring Services. Our current Bylaws mention prevention and not specifically mentoring as part of our organization's mission. Will this meet the requirement as described in the RFA?

A9: Yes.

Q10: The first line of our mission statement reads: Huckleberry Youth Program was founded on the belief that adolescence is a dynamic and challenging time of life, during which education, support and guidance from adults and peers can further positive youth development. Does the phrase "guidance from adults" suffice to indicate the organization's commitment to mentoring?

A10: Yes.

Q11: In reading over the attachment requirements for the RFA, Mentoring Grant 02-03, it states that we need to supply a copy of our Articles of Incorporation or Bylaws, and that within either it must state mentoring as part of the organization's mission. My question is that neither of ours states mentoring specifically. It does state intervention and prevention programs as part of our mission and mentoring comes under this heading. Is this sufficient, and if not do we have to change our Articles of

Incorporation or Bylaws to specifically state mentoring in order to be eligible for grant?

A11: Yes, your Bylaws are sufficient and do not have to state mentoring specifically.

Q12: We have been successfully providing mentoring for the last 3 years; however, our Articles of Incorporation and Bylaws do not specifically include mentoring. Given this RFA was available on 7/30 and needs to be submitted by 8/30, do we have to alter our Bylaws to include the word mentoring before we can be considered for this funding? Is there time allowed in the application/funding cycle for filing processing time?

A12: Please refer to A11.

Q13: Communities In Schools provides a wide range of services, including mentoring to at risk youth and young adults to help them avoid violence, alcohol, drugs, gangs and educational failure, and help them reach a productive mentoring adulthood. Since the following excerpts do not specifically mention mentoring, are we ineligible to apply? If so, what can we do to become eligible?

A13: Please refer to A11.

Q14: As a Community Action Agency, our Bylaws state that: The Corporation shall stimulate an effective concentration of all available local, state private, and federal resources toward the goal of helping people and changing lives by enabling low income families and low income individuals of all ages in rural and urban areas to attain skills knowledge, and motivations to secure the opportunities needed for them to become fully self-sufficient. We interpret this and the assurances in our Community Action Plan to provide youth services for state CSBG funds qualifies us to apply. How specific do our Bylaws have to be?

A14: Please refer to A11.

Q15: If several departments of local government are part of this collaborative, does the requirement for having “mentoring” in our mission statements apply? As County departments, we don’t have bylaws or articles of incorporation as with a nonprofit organization.

A15: Local Governments are excluded from submitting the Articles of Incorporation and Bylaws.

Q16: We are a county government department; as such we do not have a 501 (c) (3), or Articles of Incorporation. Would a statement to CSD to that effect supplant the requirements for these two documents?

A16: Local governments are excluded from submitting the Articles of Incorporation and IRS Form 501 (c)(3).

Q17: Imperial County Office of Education (ICOE) is an educational institution and therefore we do not have Articles of Incorporation or Bylaws. Is there other documentation that we should be provide in lieu of these documents?

A17: Public entities are excluded from submitting the Articles of Incorporation and Bylaws.

CONTRACT

Q18: Is it mandatory that our program both begins and ends within the contract period?

A18: Yes, it is mandatory that CSD's Mentor program begins and ends within the contract term, October 15, 2002 to October 14, 2003.

Q19: Will advances for the program be made available?

A19: Yes, once a contract has been awarded and executed, the contractor may request up to 25% of the contract amount.

Q20: Will we satisfy both the projected contract term of 10/15/02 to 10/14/03 as well as the mentor minimum commitment of 12 months if the mentor commitment is from June of 2003 to June 2004?

A20: The contract term will be October 15, 2002 to October 14, 2003. Any activities occurring before or after the contract term are not valid.

ELIGIBILITY

Q21: Are we eligible for the grant if we are currently doing a group academic mentor program that is based on the traditional school year, September-June?

A21: Yes, however the contract term will be October 15, 2002 to October 14, 2003 and contractors will be required to report throughout the term of the contract.

Q22: Are school districts eligible to participate in this RFA?

A22: Yes.

Q23: Are you accepting proposals to only expand current mentoring programs?

A23: Please refer to RFA page 4, Application Requirements, bullet 4.

Q24: Are you accepting proposals to start a new mentoring program?

A24: Please refer to A23.

Q25: In regards to the Application Face Sheet, what box should a school district check under item 5 (Applicant Organization)?

A25: Check the Local Government box and indicate in parenthesis (School District).

Q26: If you currently have a mentoring program and are receiving funding from the Office of Secretary for Education are you eligible to apply for this RFA?

A26: Yes, if your organization meets the Applicant Eligibility requirements referenced on RFA page 2 and the program meets the Application Requirements on RFA page 4, bullets 2, 4, 5, 6, and page 5, bullet 3.

FUNDING

Q27: Will the funds remain in the State Budget when it is signed?

A27: Please reference the RFA page 1, Introduction.

Q28: How are the funds distributed?

A28: If your question is referring to a CSD awarded and executed contract, a contractor can initially request and receive a 25% advance of the contract amount. After the initial advance funds are paid on a reimbursement basis.

Q29: When is the latest cancellation notification can occur prior to program start?

A29: Cancellation of the RFA would be contingent on the signed State Budget Act. Please refer to RFA page 1, Introduction, paragraph 2.

Q30: When are funds available?

A30: The availability of funds is contingent on the signed State Budget Act.

Q31: What is the funding source for this solicitation? Is it a federal or state grant?

A31: The 2002-2003 CSD Mentor Program is funded with State General Funds. Refer to RFA page 1, Introduction, paragraph 1.

Q32: After the 2002-2003 program will funding be available to continue the Mentor Program?

A32: CSD Mentor Program funding is annual and contingent on the State Budget Act. At this time funding is available only for the 2002-2003 program year.

NOTICE OF INTENT TO APPLY

Q33: Do we have to submit the “Notice of Intent to Apply”? I missed the deadline to submit the Notice of Intent to Apply. Can I still submit an application?

A33: RFA respondents are not required to submit a Notice of Intent to Apply. However, it will help CSD plan for the appropriate number of application evaluators. If you plan to submit a mentor application you can still submit one by fax to (916) 341-4219, or e-mail to MentoringRFA@csd.ca.gov.

Q34: If a letter of intent was not submitted are we still eligible to apply for this RFA?

A34: Please refer to A33.

Q35: What specifically is required on the Notice of Intent to Apply?

A35: No specific information is required. Submit on your organization’s letterhead a brief statement indicating that you plan to submit an application.

Q36: Did you receive a “letter of intent to apply” from Calaveras County Office of Education?

A36: CSD received numerous Notices of Intent to Apply. However, we are not verifying the names of the organizations that have submitted notices.

GOVERNORS MENTORING PARTNERSHIP (GMP) QUALITY ASSURANCE STANDARDS (QAS)

Q37: How long do new programs have to get a Quality Assurance letter from GMP?

A37: Contact the GMP Office at (916) 324-9469 and request a form to have your organization included in the directory of mentoring programs in California. After filling out the form and faxing it to the number identified on the form, the form will be time-stamped and faxed back to your organization confirming that you have been included in the QAS database. The faxed back form will suffice for the grant application. This process takes approximately three business days.

This letter must be included in the RFA package to be in compliance with the RFA QAS requirements.

Q38: What is the process for an organization to receive notification of its program meeting the Quality Assurance Standards?

A38: For programs that previously met the QAS, your organization received either a certificate or letter confirming that your organization met the QAS. In addition, your organization's name was entered into the QAS database. A copy of the original letter or certificate will serve to verify that your organization's program meets the QAS. If the original letter or certificate is not available, programs can call the GMP office at (916) 324-9469 and request a letter to confirm their inclusion in the database. The confirmation letter from GMP will suffice for the grant application. This letter must be included in the RFA package to be in compliance with the QAS requirements.

Q39: Are individual letters from the other collaborative members required to prove that they have received QAS as well?

A39: Quality Assurance letters from other collaborative members are not required, however, the lead organization is required to submit the (certificate or letter) of their program meeting the QAS.

Q40: Our mentoring program received notification of meeting the Quality Assurance Standards. We applied in the program name. Our agency name is different. Does this still meet your requirement for eligibility?

A40: Yes, please refer to the RFA Application Face Sheet, page 9, items 1 and 3.

RESOLUTIONS

Q41: Our governing board will not meet before the deadline. Will a letter stating the resolution will be forwarded if awarded be sufficient?

A41: Please refer to RFA page 4, Application Requirements, bullet 3.

MISCELLANEOUS

Q42: Would MOUs between the lead agency and collaborative members be considered equal to letters of support? Some of the MOU's signed by members of the collaborative are dated 1998? The MOU's are not renewed each year, if the member is participating and still in good standing. Will submission of this MOU be acceptable to CSD as a support letter?

A42: No, this is a new competitive RFA and new letters of support are required as requested on RFA page 10, number 16.

Q43: Are the forms available on a diskette or do I have to complete Attachment I using the typewriter?

A43: Forms are not available on a diskette and respondents are not required to complete the actual forms that are in the RFA. Respondents are free to replicate the forms and submit to CSD in your application, or access the RFA on CSD's website at www.csd.ca.gov under Featured Items, or What's New.

Q44: How do I complete the application narrative? Does it have to fit into the table on Attachment III?

A44: The information on Attachment III is to be used as a guide in preparing your Application Narrative. For ease in evaluating, make sure you respond to each of the requirements keeping in mind the evaluation criteria. Title each of the sections in the order listed to respond to the application narrative.

Q45: Do I have to submit Attachment IV in the application?

A45: No, the information on Attachment IV is to be used as a guide in preparing your Budget and Budget Narrative.

Q46: I don't understand how we are supposed to insert Attachments III (there's no way to fill it out) and IV (there's not enough room to fill it out). I'm assuming that we're not supposed to actually put these attachments back in, but are instead supposed to insert several pages in for application narrative (17 pages) and the same for the Budget Narrative. Is this correct?

A46: Yes, please refer to A43, A44, and A45.

Q47: May we include additional attachments to our application?

A47: It is not necessary to include additional material to the application package. Additional material will not be reviewed or scored.

Q48: May the application packet to CSD, be postmarked by August 30, 2002, 5:00 p.m.?

A48: No, all applications must be physically received at CSD by 5:00 p.m. on August 30, 2002. Please refer to RFA page 6, Application Submission Requirements, bullet 2.

Q49: May the entire grant proposal be singled spaced at a 12 point font?

A49: Yes, the entire application may be single spaced and typewritten in not less than 12 point font. Please refer to RFA page 7, Application Submission Requirements, bullet 5.

Q50: There are 8 YMCA's in Orange County. Each has their own board of directors, is responsible for their own fundraising and for their own programs, etc. Although they are all incorporated under the YMCA of Orange County, each operates independently and autonomously. Would both YMCAs be able to apply?

A50: Yes, each could apply long as they have separate board of directors and structured as autonomous entities. Additionally, a lead organization can only receive one grant from CSD.

Q51: Can one organization submit more than one proposal?

A51: Please refer to A50.

Q52: Is there a minimum time that the mentees need to be in the program?

A52: CSD recommends that a mentee stay in a program throughout the contract term, which is a 12-month period. The contract period is October 15, 2002 to October 14, 2003; and you will be required to report on the progress of the mentees in your program during the contract period.

Q53: Can the mentees' time with the program be split between group mentoring and then later individual mentoring?

A53: Yes.

Q54: Referring to question 4a, do you want us to provide data on our one-to-one mentoring ending 2001 or our academic group mentoring that ended in June 2002?

A54: RFA Question 4a, page 12 does not specify the year in which the program impact occurred. The question is asking for data on the number of mentors and mentees formerly served and the percentage of reduction in alcohol and drug use, teen pregnancy, educational failure and/or gangs and violence.

Q55: Is there a requirement for program staff to travel to Sacramento for meetings or orientations, or are there scheduled conference calls?

A55: For those applicants who are awarded a contract, there will be a mandatory contract workshop scheduled in Sacramento on October 31, 2002.

Q56: Our collaboration will include several schools. Considering that many of these schools are still on summer vacation, will it be acceptable to follow-up with their Letters of Support after they are back in session and prior to funding?

A56: In most cases the lead organizations can communicate with School/Educational District Offices throughout the year. Letter(s) of Support are a mandatory attachment(s). Please refer to RFA page 7, Application Review Process and Scoring, bullet 1, and page 10, Mandatory Attachments and Stack Order, number 16.

Q57: What is meant by description of strategies, prevention activities, support or other approaches used? Is mentoring not the strategy? Do you expect a more detailed description of how mentors and youth spend their time? Do you expect a description of how mentoring connects youth with other services or community resources? Do you need clarification of whether the particular mentor/mentee match is a prevention or support strategy based on the youth's circumstances?

A57: Yes, mentoring is the strategy. However, there are various types of mentoring programs that utilize distinctive preventive and supportive approaches. The organization will describe the specific approaches used in the targeted areas and demonstrate a clear understanding of the services administered. You would provide information demonstrating an understanding of the issues faced by the targeted populations and the supportive and preventive services to be provided.

Q58: We intend to apply as a community-based agency that provides comprehensive mentoring services for the entire county. We have many collaborative partners but are not structured as a mentoring collaborative. Would we describe short-term goals/objectives of the agency?

A58: Yes, if your question is referring to RFA page 11, Project Design, 3a.

Q59: For evaluation do you want an outside evaluator? We have an evaluation person in-house, is that okay?

A59: Yes, if your question is referring to RFA page 12, Program Impact, 4b.

Q60: Imperial County Office of Education currently has a CSD mentoring contract to serve youth in grades 4th through 8th. For our new application must we change the targeted grades?

A60: The RFA does not mandate a specific grade level. If the target grades align with the targeted problem areas of alcohol and drugs, teen pregnancy, educational failure, and gangs and violence, it is not necessary to change your targeted grades.

Q61: Does the collaboration require specific collaboration with other mentor program providers, or is collaboration with the local mentoring coalitions and volunteer recruitment agencies satisfy the requirement?

A61: The organizations selected to participate in the collaborative is a local decision. Please refer to RFA page 4, Objectives, and page 17, Glossary and Definitions of Collaborative.

Q62: What documentation will be useful in detailing that mentors agree to a minimum commitment of 12 months?

A62: The documentation developed and used at the local level for mentor commitments will be sufficient. A copy must be maintained at the local level for review.

Q63: How many nonprofits applied for the program last year?

A63: CSD did not release an RFA in the 2000-2001 program year.

Q64: As we were working on the Mentoring Program RFA, we did not notice an exclusion of youth or peer mentoring programs, however on the last page of the RFA the definition of mentor uses the word “adult” and seems to have omitted the word youth. Therefore, before we continue working on the RFA, we wanted to make sure that the type of mentors we train, supervise, and use are acceptable for this RFA.

A64: CSD’s RFA does not support peer mentoring. Please refer to RFA pages 17 and 18, Glossary and Definitions of Group Mentoring and Mentor.

Q65: As staff of the Los Angeles County Workforce Investment Board, we were wondering how we can avail ourselves of the mentoring services after the selection process has been completed?

A65: After the selection process has been completed you can contact CSD and receive the names of organization(s) that were funded in your service area.